

13 August 1962

MEMORANDUM FOR THE RECORD

Subject: Meeting with EE Contract Personnel Officer

1. At request of [redacted], C/Support, met with [redacted] who is contract personnel officer for the Division. He stated that he has no disposition nor filing problem within his own office. His chief concern is that of establishing a new record keeping system that will readily furnish certain information required for a quarterly report on personnel strength and similar "one time" reports.

2. [redacted] has started to solve his problem by taking a position inventory and recording for each position about a dozen bits of information he considers essential for reporting purposes. He is thinking of putting the inventory on 5" x 8" cards and using a Kardex Safe. There will be about 350 names in one alphabet series and around 1200 others probably arranged by project. He is "feeling his way" in this matter and would appreciate any suggestions. I suggested use of colored cards for spotting type of contract employee and he seemed pleased with the idea.

3. The manpower survey has spurred [redacted] thinking in this matter. There is still an air of vagueness about his problem - - but I think it's summed up in his observation that "maybe the manpower survey would at last find out how many employees we have." I promised we would keep in touch with him.



Handwritten notes:
[Signature]
8/20/62
File DDG
Done
[Signature]

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EMS

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	<input checked="" type="checkbox"/>	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<input type="text"/> DD/P		
2	3C-19, Headquarters		
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		<input checked="" type="checkbox"/> INFORMATION	SIGNATURE
Remarks:			
<p>Don:</p> <p>Do you remember this memorandum?</p> <p>I will appreciate any appropriate response.</p> <p>Lou</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<input type="text"/> RecAdmin/DDS			5/16/63
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SECRET

3C-19, No 9/62

Chief, DD/P Systems Group

15 June 1962

CIA Records Administration Officer

Disposition of DD/P Files in Records Center

1. A critical storage space problem is confronting the Records Center. This problem is caused by the growing volume of records retired to the Center for indefinite retention. More than 18,000 cubic feet of records have now been transferred to the Center by DD/P, and 90% of these have no definite disposal instructions. I understand that a significant percentage of these records has been microfilmed. Usually paper records are destroyed after being microfilmed.

2. Two specific examples of records in the Center requiring definite disposal instructions are identified on the RID Records Control Schedule as follows:

a. Reference Branch - Archives Section - Item 11., "Inactive Records, CIA" - approximately 8,000 cu. ft.

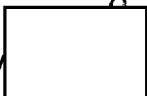
b. Reference Branch - Files Section - Item 5., "CS Records System Files" - approximately 3,000 cu. ft.

3. Action is needed now to reduce the volume of such holdings and provide space for future Agency needs. I will appreciate you advising me when we can dispose of these records. If I can be of assistance in determining this disposition date, please let me know.



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RAO/DDS/RD&DB/



fms (14 June '62)

Discussed with [redacted] EA/DDS on 6/20/62. He approved the objective in this memo and suggested that we wait about 2 weeks for a response. [redacted] 6/21/62

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RAO

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Have made follow-ups with DDB [redacted]
periodically - He has promised action on such occasions

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On Sept. 1962 [redacted] called Records Center
advised me he didn't know for sure when DDB
would agree to destroy records contained in this
memo - even though mostly there are on
microfilm, paper tape, magnetic tape & are in
the Halnut project. He thought possibly 2
years after Halnut system was fully operative.
[redacted]

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1/9/63. Called [redacted] - Says no action
but will call this to [redacted]
attention again. [redacted]

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3/14/63 - called [redacted] says no
action yet. Says he will try to
get an answer to us soon, possibly
in a week he will be [redacted]
answer for us.

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